

BROOKINGS COUNTY COMMISSION MEETING

Tuesday, March 1, 2005

The Brookings County Board of County Commissioners met in regular session on Tuesday, March 1, 2005, with the following members present: Dennis Falken, Mary Negstad, Donald Larson, Deanna Santema, and Emil Klavetter. Also present: Stephanie Vogel, Wm. Mark Kratochvil, Kelly Bakken, Robert Hill, Ted Eggebraaten, Martin Stanwick, Joyce Dragseth, Mel Kloster, Brian Eclov, and Jill Fier.

CALL TO ORDER

Chairperson Falken called the meeting to order.

CONSENT AGENDA

Chairperson Falken declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the March 1, 2005 Commission Meeting, and the minutes from the February 15, 2005 Commission Meeting. Welfare Matters: Case # 05-011AB for cobra was approved; Case # 05-013A for utilities was approved; Case # 05-001HSC for admission fee was approved; Case # 05-021 for hospital was denied; Case # 05-007 for hospital was denied; Case # 05-006 for hospital was denied; Case # 05-009 for hospital was denied; Case # 05-008 for hospital was denied. Travel/Education: Rose Marie Stee to go to Madison, SD on March 10, 2005 to attend the 4-H Youth Development Program Planning Session. Ted Eggebraaten to go to Pierre, SD on March 15, 2005 to speak at the Tribal Transportation Safety Conference; to go to Mitchell, SD on March 22-24, 2005 to attend the Highway Superintendents Short Course.

ROUTINE BUSINESS

Motion by Santema, seconded by Klavetter, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes. Action Serving Process, subpoena \$29.80; Allied Oil & Supply, tires \$2,983.00; American Stamp & Marking, stamp \$77.47; Anderson Oil, diesel fuel \$869.20; AT&T, telephone \$148.69; Audio-Video Solutions, insta-theatre/case \$683.65; Avera McKennan EM School, course \$75.00; Avera McKennan Hospital, blood test \$37.37; Banner Associates, engineering fees \$962.35; Eugene Beckman & Sons, parts \$233.78; Harold Berkland, meeting \$25.00; Bierschbach Equip, parts/labor \$118.19; Bozied Oil Co, car washes \$119.00; Don Bren, mileage \$34.80; Brock White Co, joint filler \$20,144.63; Bkgs Auto Mall, thermostat \$7.16; Bkgs Area Chamber, sponsorship \$325.00; Bkgs City, utilities/property insurance \$2,557.32; Bkgs Chiropractic, execution \$46.05; Bkgs Co Treasurer, delinq taxes \$806.76; Bkgs Register, publications/subscriptions \$980.74; Bkgs Engraving, gavel \$10.00; Bkgs Equip, mower repair \$772.46; Bkgs Public School, reimbursement \$14,000.00; Buhl's Cleaners, rugs/rental \$61.80; Business Computing & Network, projector \$1,430.55; Butler Machinery, equip payment \$8,201.08; CDW Government, paper \$141.35; Clyde Calhoon, mileage \$122.24; Carquest Auto, beam \$9.76; Cellular One, telephone \$109.99; Central Business, furniture/supplies/maintenance \$5,226.93; Central Supply Service, flags \$292.73; Chemco, janitorial supplies \$290.14; Clite's Electric, repair \$94.33; Computer Forms, execution \$892.00; Cook's Recycling, commercial service \$462.45; Credit Bureau of Sioux Falls, skip tracing \$12.00; Dakota Fluid Power, pump \$1,379.21; Dakota Riggers & Tool, parts/labor \$203.78; Dale's Alignment, parts/labor \$154.50; Decatur Electronics, radar assemblies \$4,374.00; Dell Marketing, computers \$11,108.18; Barb Dininger, meals \$78.00; Disaster Management Systems, response kit/tags \$1,172.00; Ray Dorn, mileage \$34.80; DWare, software \$655.00; Allan Edmunds, meals

\$78.00; Ekern Plumbing, labor \$55.07; Elite Business Systems, maintenance \$63.60; LG Everist, sand/pea rock \$8,496.02; Farmer's Coop, gasoline/labor \$13,504.36; First Nat'l Bank, gas/motel/supplies \$264.73; Robert Fite, CAA, \$991.70; Foerster Wholesale, supplies \$562.90; Beth Frederiksen, meeting/mileage \$33.96; G&K Laundry, laundry service \$606.31; Gall's, medical supplies \$851.07; Alan Glover, CAA \$74.00; Golden K Kiwanis, x-o-therm \$75.00; Bryan Gums, transport \$150.70; HSBC Business Solutions, parts \$59.97; Harold's Photo, photo finishing \$11.07; Patricia Hartsel, transcripts \$731.00; Gary Heldt, mileage \$35.84; Hillyard Inc, supplies \$107.92; Tim Hogan, CAA \$829.42; Hy-Vee, inmate meals \$11,443.63; Hy-Vee Pharmacy, medicine \$1,081.22; IBM, maintenance \$78.00; Index Stationers, office supplies \$99.79; Insty-Prints, calendars/time cards/copies \$1,116.19; Integrated Business Solutions, technology service \$3,287.80; JV Trees, stump grinding \$442.00; Janitor's Closet, supplies \$74.91; Larry Jensen, gas/meals/registration \$56.75; KBRK-AM, ad \$90.00; KKQQ-FM, ad \$120.00; Kepford Manor, rent \$305.00; Knapp Electric, parts/labor \$175.92; Duane Knutson, meeting/mileage \$37.88; L&L Parts, parts/filters \$547.68; Lar-Jo's, reinforcements \$78.80; LexisNexis Matthew Bender, internet program \$110.00; Linweld, torch/supplies \$530.87; Locators & Supplies, paint \$242.99; Douglas Lukonen, tool/supplies \$387.95; Lyle's Signs, signs \$2,968.42; ME McCann, CAA \$1,081.48; Donald McCarty, CAA \$3,010.94; M&T Medical, medical supplies \$59.00; Macksteel, tubing \$839.52; Manatron, license fees \$400.00; Martin's Inc, diesel/oil \$14,041.62; Marshall & Swift, handbooks \$671.05; Mid-America Research, supplies \$1,140.83; Midwest Credit, execution \$284.00; Midwest Glass, labor \$25.51; Mills & Miller, de-icing salt \$7,673.63; Mills Prop Mgmt, janitorial \$193.01; Minnehaha Co Juvenile, foster care \$2,040.00; Mobile Electronic Service, light bars \$3,470.00; Chad Munsterman, execution \$53.79; Nat'l 4-H Council, supplies \$71.49; Mary Negstad, meals/mileage \$30.00; Darrel Nelson, meeting/mileage \$41.08; Nancy Nelson, CAA \$204.24; Sharon Nichols, meeting/mileage \$29.80; Northridge Apartments, execution \$84.00; NWPS, utilities \$8,015.81; Sean O'Brien, CAA \$225.60; Office Systems, supplies \$169.20; Papa Johns, pizza \$137.36; Pheasant Country Express, salt \$3,157.50; Prairie Graphics, shirts \$62.48; Qualified Presort, renewal cards \$628.63; Quill, display case \$145.27; Qwest, database \$300.21; Radio Shack, phone/sensor \$45.98; Ramkota Inn, rooms \$748.00; Ramsdell's Fertilizer, LP gas \$150.00; Reed's Electronics, VHF end \$5.00; Reliance Telephone, phone cards \$3,000.00; Rental Depot, tool rental \$19.95; Richard-Ewing Equip, dryer repair \$363.81; Maxine Risty, transcripts \$90.50; Rude's Funeral Home, funeral \$2,300.00; Running's Big R, supplies \$331.31; Layne Saathoff, meeting/mileage \$49.72; Thomas Salonen, execution \$668.50; Sanitation Products, motor \$499.40; Fran Schoenfelder, meeting \$25.00; SDACC, registrations \$440.00; SD Federal Property Agency, supplies \$42.75; SD Hiway Sup't Assoc, dues \$195.00; SDSU 4-H Foundation, tags \$525.00; Service Electric, parts/labor \$87.83; Shephardson's Hardware Hank, ladders/supplies \$387.52; Sioux Empire Dev Corp, rent \$153.00; Sioux Valley Energy, utilities \$93.95; Software Services, computer assistance \$828.75; State Radio Communications, teletype service \$2,050.00; Sturdevant's Auto, supplies \$514.68; Swiftel Center, upkeep \$2,500.00; Verle Thompson, rent \$350.00; Thrifty White, medicine \$74.74; Town & Country Shopper, ads \$475.00; Turning Point, foster care \$810.00; VandenBerg Law, CAA \$1,678.00; Verizon, telephone \$217.61; Viking Office Products, office supplies \$80.18; Barry Vlasman, CAA \$591.55; WW Tire Service, tire repair \$196.00; Wagner Real Estate, inspection fees \$200.00; Wal-Mart, office supplies/accessories \$446.52; West Group, law books \$914.80; Wheelco Brake & Supplies, valve \$84.41; City of White, utilities \$66.66; Xylem Design, easel \$488.43; Juror/Witness Fees: Jolene Becker \$10.64; Mary Bell \$10.64; Jeffrey Biehn \$11.28; Camilla Billings \$11.28; Marla Bjerke \$110.24; Patricia Braden-Jorgenson \$103.84; Christine Bruinsma \$58.96; Alexandra Burn \$11.28; Kevin Combs \$101.28; Joy Cordier-Jensen \$101.28; Roberta DeBlonk \$10.64; Verna Flippin \$52.56; Chalonne Foerster \$101.28; Nicole Franklin \$112.80; Dawn Gardner \$18.32; Douglas Guerue \$101.28; Douglas Hagman \$126.88; Gary Hakinson \$101.28; Kelly Harmelink \$11.92; Jessica Johnson \$11.92; Alan Kludt \$11.92; Kevin Kulla \$138.40; Brett Lawrence \$10.64; Cory Lichty \$10.64; James Mannerud \$56.40; Brenda McCracken \$19.60; Darrell McKoewn \$11.28; Marlene Montis \$19.60; Rollo Nussbaum \$16.40; Bryce Olson \$63.44; Thomas Raines \$14.48; Lynda Rave \$13.84; Elwyn Roach \$50.64; Paul Sahr \$50.64; Amanda Smidt \$12.56; Melissa Sween \$13.84; Marty Syrstad \$101.28; Debra Thompson \$11.28; Virginia Weeks \$51.28; Allison Weideman \$12.56; Melanie Wiegert \$11.28; Norma Wiig \$102.56; Wanda Wirtz \$13.84.

Deputy Auditor, Kelly Bakken presented the board with the Auditor's Report.

Be it noted, the Auditor's Account with the Treasurer for the month of December 2004 and January 2005 are follows:

December 2004

Total amount of deposits in banks.....	\$6,985,761.60
Total amount of actual cash: Currency.....	5,229.00
Coins.....	64.21
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.....	68,048.02
Itemized list of all items, checks, and drafts in Treasurer's possession over 3 days...	0
Insufficient checks.....	1,092.28
T O T A L	<u>\$7,060,195.11</u>

January 2005

Total amount of deposits in banks.....	\$7,462,226.05
Total amount of actual cash: Currency.....	9,653.00
Coins.....	70.98
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days.....	70,098.64
Itemized list of all items, checks, and drafts in Treasurer's possession over 3 days...	0
Insufficient checks.....	657.05
T O T A L	<u>\$7,542,705.72</u>

Be it noted, the salaries and personnel changes for the month of February 2005 are as follows: Longevity Increase: Gary Norgaard \$30.00; Wm. Mark Kratochvil \$150.00; and Steven Tietjen \$90.00. Step Raise: Dale Kneebone from \$12.96 to \$13.22. Transfer/Transfer Back: Zoning Office Assistant to Equalization Clerk II, Doris Knutson @ \$11.07. New Hire: HR Assistant, Stacy Steffensen @ \$13.66. Commission \$13,864.97 Auditor's Office \$8,201.18; Treasurer's Office \$11,213.56; States Attorney's Office \$19,037.50; Custodial Buildings \$4,322.76; Director of Equalization \$14,087.56; Register of Deeds \$7,320.39; Veteran's Service Officer \$3,227.98; Sheriff's Office \$33,805.53; County Jail \$28,172.06; Contract Law Enforcement \$6,842.79; Contract Law Elkton \$700.21; Emergency Management \$5,507.02; Drainage \$1,025.63; Highway \$47,014.65; Welfare \$2,766.67; Community Health Nurses \$2,069.40; Women, Infants, & Children \$1,903.60; County Extension \$3,907.60; Weed Control \$3,413.49; Planning & Zoning \$4,014.46.

Be it noted, Chairperson Falken signed claims for the following—AFLAC, insurance \$2,261.42; AFLAC Flex-One \$85.00; Office of Child Support Enforcement, child support \$555.00; Delta Dental, insurance \$2,532.98; Flex One, unreimbursed medical \$1,628.50; Local Teamsters, union dues \$832.00; SDRS, retirement \$26,966.28; SDRS Supplemental, retirement \$3,155.00; EFTPS \$49,624.55; Wellmark Blue Cross, insurance \$39,514.28; Midwest Benefits, life insurance \$480.10.

Be it noted, the Brookings County Commission Meeting minutes for February 1, 2005 are amended as follows: SALARIES ~ Monthly base salaries and/or hourly rates for the year 2005 are as follows: Clyde Calhoon \$6,885.92.

Be it noted, the Brookings County 2004 GASB34 was presented to the board, Exhibits I and II are required to be published.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss the Fund Accounting Changes Due to GASB 34 Reporting Requirements. Be it noted, due to changes in reporting requirements for GASB 34 the following funds will be changed: Contract Law 752 & 751 will be combined into one fund with the fund number 237. Law Library 704 will be changed to fund number 239.

Motion by Klavetter, seconded by Negstad, to approve the following Automatic Supplement for unanticipated expenses incurred and reimbursement made to Brookings County. Department: Emergency Management; Amount: \$6,204.00; Reason: Program funding for 2004 DOJ/OJP Equipment Grant; Receipt # 90704: Line #22600X4296222. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

REGULAR BUSINESS

Highway Superintendent, Ted Eggebraaten met with the board to discuss the Wind Tower Meeting, and distribute Resolution # 05-11 for approval.

Motion by Larson, seconded by Negstad, to approve and authorize Chairperson Falken to sign Resolution # 05-11 a Resolution Authorizing the Purchase of a Tandem Axle truck Chassis Based upon the Price and Terms Established Through the County of Hutchison, South Dakota, Bid Process. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

RESOLUTION NO. 05-11

A RESOLUTION AUTHORIZING THE PURCHASE OF A TANDEM AXLE TRUCK CHASSIS BASED UPON THE PRICE AND TERMS ESTABLISHED THROUGH THE COUNTY OF HUTCHISON, SOUTH DAKOTA, BID PROCESS

WHEREAS, the Brookings County Highway Department needs a new Tandem Axle Truck Chassis; and

WHEREAS, the COUNTY OF HUTCHISON, SOUTH DAKOTA, has recently gone through a competitive bidding process for a Tandem Axle Truck Chassis, such bidding process culminating in the bids being opened on August 24, 2004; and approved on September 7, 2004; and

WHEREAS, Great Plains International of Sioux Falls, South Dakota, was the lowest responsible bidder under such COUNTY OF HUTCHISON, SOUTH DAKOTA, bid process and Great Plains International of Sioux Falls is willing to sell a 2005 Tandem Axle Truck Chassis to BROOKINGS COUNTY under the same terms and options as available to the COUNTY OF HUTCHISON, a copy of such bid specifications and bid having been filed at the Brookings County Auditor's Office; and

WHEREAS, pursuant to SDCL 5-18-18, BROOKINGS COUNTY is authorized to purchase equipment from upon the lowest responsible bidder of an item competitively bid by another local government entity at the bid price or less.

NOW THEREFORE, BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to purchase one 2005 Tandem Axle Truck Chassis from Great Plains International based upon the bid price, or less, as established through the competitive bidding process of the COUNTY OF HUTCHISON, with the unit and specifications as follows:

One 2005 Tandem Axle Truck Chassis

With all standard equipment as per model profile list.

That such machine shall be delivered on or before July 15, 2005.

That the total purchase price of said Tandem Axle Truck Chassis, as per the Hutchison County bid, shall be \$63,968.00.

Adopted this 1st day of March, 2005.

ATTEST:

Dennis Falken, Chairperson
Brookings County Board of County
Commissioners

Janet K. Willmott
Brookings County Auditor

Motion by Negstad, seconded by Santema, to appoint the following to the 2005 Brookings County Extension Board: Fran Schoenfelder, Sharon Nichols, Paula Johnson, Larry Ringgenberg, Harold Berkland, and Beth Frederiksen. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Sheriff, Martin Stanwick met with the board to discuss Surplus Property. Motion by Klavetter, seconded by Santema, to declare 10 Beretta 9mm Cal Handguns, Model 92FS Serial Numbers: BER300684Z, BER274912Z, BER274905Z, BER265745Z, BER274908Z, BER363443Z, BER274897Z, BER275253Z, BER356480Z, BER274906Z, as Surplus Property. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

As scheduled, a hearing was held at 9:00am for the Notice of Intention to Add Omitted Property or Valuation to the Assessment Rolls of Brookings County. Director of Equalization, Joyce Dragseth met with the board to discuss the Addition of the Omitted Property. Motion by Larson, seconded by Negstad, to approve and authorize the Brookings County Auditor, Janet Willmott to add Lot 103 Block 10 of Second Addition in the City of Brookings, Brookings County, Parcel Number 40530-01000-10300 to the 2004 Payable 2005 Tax Rolls. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Personnel Matters, the NACo Prescription Drug Usage Report for January 2005, and the 1921 Building Rental Space.

Motion by Klavetter, seconded by Negstad, to approve and authorize Chairperson Falken to sign the Request to Fill Vacancy for the Chief Deputy position in the Sheriff's Department. Roll Call Vote: Santema "Aye," Klavetter "Aye," Larson "Aye," Negstad "Aye," Falken "Aye." Motion passes.

Motion by Santema, seconded by Negstad, to approve and authorize Chairperson Falken to sign the updated Chief Deputy Job Description. Roll Call Vote: Klavetter "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye." Motion passes.

Motion by Larson, seconded by Klavetter, to approve and authorize Chairperson Falken to sign the Request to Fill Vacancy for the Deputy Sheriff position in the Sheriff's Department. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye," Falken "Aye." Motion passes.

Motion by Klavetter, seconded by Negstad, to approve and authorize Chairperson Falken to sign the Request to Fill Vacancy for the FT Female Correctional Officer position in the Sheriff's Department. Roll Call Vote: Negstad "Aye," Santema "Aye," Klavetter "Aye," Larson "Aye," Falken "Aye." Motion passes.

Be it noted, the Board approved the Personnel Action Notices: New Hire: Zoning Department Office Assistant, Richard Haugen. Promotions: FT Correctional Officer, Jeffery Kollars; Chief Deputy, Scott Sebring; Deputy Sheriff, Stephanie McCormick. Resignation: Legal Office Administrator, Shawna Vomacka.

COMMISSIONER'S OPEN DISCUSSION

Commissioner Larson reported on the upcoming NACo Legislative Conference, and updated the board on the SDSU Growth Partnership Research Park.

Commissioner Negstad reported on the Renewable Energy Conference.

Commissioner Klavetter reported on the Planning & Zoning Committee Meeting, BEDC Meeting, BEDC Site Committee Meeting, and an Emergency BEDC Meeting.

Commissioner Falken reported on the LEPC Meeting.

Commission Assistant/Human Resource Director, Stephanie Vogel met with the board to discuss Court House Sewer Gas Problems and an Upcoming Supplemental Budget Hearing.

ADJOURNMENT

Chairperson Falken declared the meeting adjourned until 8:30am Tuesday, March 8, 2005.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

Kelly Bakken
Deputy Auditor
Brookings County Auditor's Office